



STATE TREASURER'S OFFICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE TREASURER'S OFFICE	RELEASE DATE:	Friday, November 12, 2010
POSITION TITLE:	INVESTMENT MANAGER	FINAL FILING DATE:	Monday, November 29, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	11102010_1

POSITION DESCRIPTION

Under administrative direction, the Investment Manager, Investments Division, State Treasurer's Office, functions as the senior security trader; supervises divisional staff engaged in market activities as well as backroom operations; develops economic and investment scenarios; and provides investment policy guidance to the Treasurer, as well as other state agencies, relating to agency assets. The Investment Manager negotiates the purchase, sale, exchange or loan of marketable securities; formulates interest rate and economic scenarios upon which investment policy decisions are based; monitors interest rate fluctuations and the status of the economy both domestically and internationally; takes positions in anticipation of profitable trade reversals; monitors inter-market and intra-market field flows and recommends swap ideas based on flow irregularities; recommends price levels of securities to be purchased or sold; has sole responsibility for creating and actively trading a \$2 billion Treasury Bill portfolio; has sole responsibility for the State Lottery's annuity investments; develops and implements policy for the \$5 billion Time Deposit Program; sets policy for size and scope of program; develops program objectives; analyzes credit worthiness of institutions; determines and establishes deposit limits per financial institution; is the final authority in determining the appropriate size, rate and maturity of the Certificates of Deposits for each institution; and responsible for the management of bank, corporate, and new debt instrument research and analysis.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Possess an expert ability to assess economic conditions, identify interest rate trends, and formulate an appropriate investment scenario.
- Be well versed in all areas of the market currently eligible as authorized investments.
- Ability to communicate with staff as well as the investment community, be willing and able to instruct as well as supervise, and show confidence and decisiveness in both his/her actions and options.
- Possess an aptitude for mathematics, specifically for formulating and understanding algebraic equations;
- Possess a working knowledge of the organizational process now used to record, calculate, and report all investment transactions.
- Possess a working knowledge of the Pooled Money Investment Account and its participant's liquidity needs.
- Possess an understanding of the Government Code pertaining to the functions of the State Treasurer's Office and knowledge of the legislative process involved in amending the existing investment authority.
- Knowledge of basic accounting procedures as required by the State Administrative Manual.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **INVESTMENT MANAGER**, with the **STATE TREASURER'S OFFICE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application screening process conducted by a departmental evaluation committee of the candidates Statement of Qualifications. The committee will screen applications on the basis of background and good management potential as well as on the desirable qualifications. Those individuals considered most qualified for the position may be interviewed.

FILING INSTRUCTIONS

Applications must be received by 5:00 p.m. on the final filing date. Applications postmarked after

the final filing date will not be accepted for any reason. Applications may be filed in person or by mail.

If interviews are held, applicants accepted into the interview are required to bring either a photo identification card or two forms of signed identification.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE TREASURER'S OFFICE, Personnel Office
915 Capitol Mall, Room 538, Sacramento, CA 95814
Sophie Zhang | (916) 651-3097 | szhang@treasurer.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE TREASURER'S OFFICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>